

**CITY OF LINCOLN**  
**PURCHASING CLERK I/II**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under supervision, learns to perform routine tasks and duties assigned to classes within the Purchasing Clerk series including coordinating and generating all City purchase orders, coordinating the procurement of goods and supplies for all City departments, maintaining the purchase order module within the City's centralized financial management system, maintaining database log/report of all contracts and agreements, coordinating the scanning of all contracts and agreements with staff in the Records Management Division; providing purchasing clerical support to the Director of Finance and Administrative Services, and performing other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

**Purchasing Clerk I**

The **Purchasing Clerk I** is the entry level class within the Purchasing Clerk Series that allows the incumbent to develop journey level knowledge and abilities. Initially, under direct supervision, incumbents perform the more routine and less complex support assignments while learning City policies and procedures. As experience is gained, there is greater independence of action within established guidelines. An incumbent may advance to the higher-level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher-level class. Since this class can be used as a training class, employees may have only limited or no directly related work experience.

**Purchasing Clerk II**

The **Purchasing Clerk II** is the full journey level class within the Purchasing Clerk series. This class is distinguished from the Purchasing Clerk I by the assignment and performance of the full range of duties requiring the knowledge of general City procedures as well as knowledge of department policies and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

**SUPERVISION RECEIVED/EXERCISED:**

**Purchasing Clerk I**

Receives direct supervision from the Director of Finance & Administrative Services or his/her designee. Incumbents do not routinely exercise supervision.

**Purchasing Clerk II**

Receives general supervision from the Director of Finance & Administrative Services or his/her designee.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Purchases goods and supplies for all City departments; reviews purchase specifications; obtains, analyzes, compares, and prepares requests for quotations and invitations for bid; interviews vendors and determines sources of supplies; keeps informed of new products.
- Maintains citywide purchase order procedures and purchase order entry system; coordinates and generates all City purchase orders; maintains the purchase order module using financial management system software.
- Maintains liaison with other departments on matters relating to purchasing of goods and supplies.
- Coordinates activities with other City departments and with outside agencies; organizes meetings between vendors and appropriate City staff; arranges demonstrations of vendor products; consults with department representatives relative to special products, purchasing needs, procedures, complaints and special problems.
- Maintains liaison with other departments on matters relating to substitutions, equivalents, delivery schedules and vendor problems.
- Assists in the disposition of surplus property and equipment, materials, services and supplies.
- Establishes effective working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. This position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Purchasing Clerk I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

**Purchasing Clerk I**

One year of clerical experience is desirable, and a high school diploma or equivalent.

**Purchasing Clerk II**

In addition to the above, one year of experience equivalent to that of a purchasing clerk, and a high school diploma or equivalent.

**License/Certificate:**

Possession of a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and the II levels.)*

**Knowledge of:**

Basic principles of mathematics, applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Evaluate quality and price of products to judge suitability of goods and alternatives offered; develop new sources of supply; analyze and evaluate purchasing methods and procedures; gain cooperation through discussion and persuasion; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze issues and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate modern office equipment such as office computer and software applications.

<b>Salary Range:</b>	5
<b>FLSA:</b>	Nonexempt
<b>Employee Group:</b>	Professional and Administrative
<b>Adopted:</b>	